



## **JOB DESCRIPTION**

Salary Grade: 8 CUPE 1328
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**Job Title :**  
**Programmer/Analyst**

### **PRIMARY FUNCTION**

The primary function of this job is to maintain, enhance, and develop on line and batch computer systems by doing design analysis and programming.

### **MAIN RESPONSIBILITIES**

1. Performs maintenance and enhancement on systems that are under the responsibility of the job by:
  - responding to user needs by developing/enhancing systems and/or enhancing programs by designing changes and/or creating new systems
  - advising Senior Systems Analyst of user request and of new system design or enhancement
  - planning the flowchart logic of the programs and coding by keying into terminal
  - inserting code, changing code, removing code or writing complete new programs
  - testing online programs by systematically going through function of online programs, identifying errors, and correcting errors, by re designing, re-programming, as necessary
  - testing batch programs by creating JCL (Job Control Language) to “run” programs, systematically going through functions to identify errors and correcting by re-designing and re-programming, as necessary
  - performing other tests as necessary, such as computer file dumps and creating “test data” to test program
  - developing “run sheets” (i.e. writing commands for computer operator) for production

2. Assists Senior Systems Analysts/Systems Analysts in the design, development and implementation of systems by:
  - providing technical input (i.e. information about programs the Senior Programmer/Analyst has knowledge) to assist in design of system
  - meeting with users to identify needs, designing system, meeting with Senior Systems Analyst to finalize system design
  - receiving general specifications from Senior Systems Analyst, interacting to re-shape or come up with the final specifications for programs
  - designing and coding programs
3. Assists in project management by:
  - ensuring the developers perform the jobs accurately, efficiently and effectively within timelines and budget
  - diagnosing, developing and communicating to Systems Analyst with options/recommendations for issues in completing work assignments
  - compiling status reports
4. Performs systems maintenance functions to ensure that computer files are kept in a structure that enables fast and easy access, by:
  - developing schedule for the year for systems maintenance of systems that fall under responsibility of job
  - interacting with user (as part of system design) to develop schedule for maintenance e.g. asking users how long they need to keep certain. data
  - running predeveloped programs to purge files, sort files, reset files etc.
  - performing on-going checks of system to ensure that it is running properly.
5. Assists in training and documentation by:
  - providing technical knowledge to the Documentation, Training and Support Officer in developing user's manuals, training guides and training course materials etc.
  - conducting training, workshop sessions or product demonstrations to end users
  - documenting business process and work flows for end users
5. Performs other duties as assigned or required.

## **SKILL**

- University Degree in Computer Science or equivalent.
- 2 - 4 years related experience

**EFFORT**

- Complexity of job is in determining user needs and designing/developing/modifying responsive systems and programs. Utilizes programming standards and defined languages. programs and systems design is with Senior Systems Analyst. Complexity in prioritizing and scheduling multiple tasks to ensure work assignments are completed within timelines.
- Visual strain from working on computer terminal dexterity when keying into terminal.

**RESPONSIBILITY**

- Independence of action in developing initial design systems. Independence of action in maintaining programs (enhance) that fall under responsibility of job.
- May provide co-ordination to a team of programmers, when doing project team work
- Programming errors would result in having to re-do work, hence delaying services. Poorly designed enhancement to programs would provide poor output to users. Errors in data management might affect funding and missing information.
- Contacts with users to identify needs. Contacts with Senior Systems Analyst to refine programming and systems designs. Contacts with section in performance of duties.

**WORKING CONDITIONS**

- Open concept office environment.
- Stress from constantly working with deadlines.